

UNIT SPONSORSHIP PROGRAMS

U663/OCT

UNIT SPONSORSHIP PROGRAMS

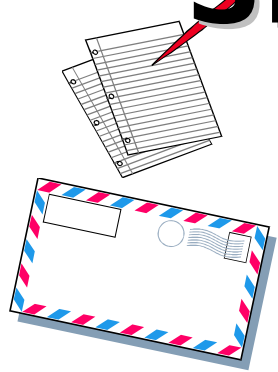
TLO:

Identify components of an effective unit sponsorship program, as a first sergeant, IAW AR 600-8-8 , USARC 140-6, and NGR 601-2.

INSTALLATION COMMANDER'S RESPONSIBILITIES

- **Appoint an individual to coordinate and manage the program**
- **Implement the sponsorship program**
- **Monitor and evaluate the program**
- **Ensure “ACS” supports the program**
- **Provide rear detachment sponsorship**
- **Ensure soldiers, civilian employees, and sponsors comply with AR 600-8-8**

ELEMENTS of the SPONSORSHIP PROGRAM



**DA FORM 5434 (or
comparable form)**

Welcome letters

ACS Relocation Services

Reception

Orientation

Inprocessing



TYPES OF AC SPONSORSHIP PROGRAMS

- **Advanced Arrival**
- **Reactionary**
- **Rear Detachment Sponsorship**
- **Out sponsorship Assistance**

RULES for APPOINTING A SPONSOR

- **Appoint within time frame of receiving notification form.**
- **In pay grade equal to or higher than incoming personnel (for ARNG First Line Leader)**
- **Of same gender, marital status, and career field or occupational series**
- **Will not be the person replaced by the incoming soldier or civilian**
- **Will not be within 60 days of PCS/ETS (loss)**

SPONSOR'S RESPONSIBILITIES

- **Make initial contact**
- **Provide information requested**
- **Answer follow-up correspondence / questions**
- **Arrange temporary lodging and transportation**
- **Inform chain of command of any change in soldier's status**

SPONSOR'S RESPONSIBILITIES (cont)

- **Meet incoming soldier**
- **Assist with inprocessing**
- **Introduce to the immediate chain of command**
- **Acquaint with unit and community**
- **Provide assistance and information**

